



Sr. Manager, Development

Title: Sr. Manager, Development

Reports to: Vice President, Development

Department: Development

Location: Norwalk, CT

Company Overview:

The Multiple Myeloma Research Foundation (MMRF) relentlessly pursues innovative means that accelerate the development of next-generation multiple myeloma treatments to extend the lives of patients and lead to a cure. When the MMRF was founded in 1998, patients with multiple myeloma had little hope. There was very little research on the disease. The same drugs had been used for several decades, with no new innovations on the horizon. As a result, patients had a life expectancy of only 3 years. Since then, the MMRF's urgent and revolutionary work with researchers, clinicians, and partners in the biotech and pharmaceutical industries has sparked new hope for patients and dramatically changed the treatment landscape.

Position Overview:

The Sr. Manager, Development will be responsible for the identification, qualification, cultivation, solicitation, and stewardship of prospects and donors that are capable of giving in excess of \$10,000. This individual will develop and execute short and long-term strategies to secure major and planned gifts in concert with MMRF leadership, Executive Committee members, Event's Team and volunteers. Primary responsibilities will be implemented through regular and frequent visits with major gift donors and prospects throughout the country. These major gift donors and prospects are individuals and foundations who have the capacity to make a major gift. The Sr. Manager, Development will report to the Director of Development.

Essential Functions:

- Support the VP of Development in the fundraising process.
- Coordinate and facilitate activity that directly results in prospect identification, qualification, cultivation, and successful solicitations, including advising MMRF management on the culture, expectations, and needs of the constituents.
- Ensure that prospects capable of major gifts are cultivated and solicited in an appropriate, and deliberate manner.
- Identify, qualify, and manage a portfolio of approximately 125-150 prospects with an emphasis on major gift prospects capable of making gifts of \$25K or more.
- Conduct at least 8-10 face-to-face visits per month and participate in solicitations to meet annual targets.
- Gather data, assess prospects, and develop strategies designed to realize the current and life-time giving potential of individual prospects.
- Provide strategic guidance and collaborate with Development staff to execute the MMRF Foundation Relations program, through identification, qualification, cultivation, and submission of proposals.
- Recruit, cultivate, and sustain volunteer relationships and community presence in support of the mission.



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- Work closely with VP of Development and the Director of Development to close planned gifts with an understanding of the principals and techniques associated with planned giving and financial and estate planning.
- Maintain and properly record data about prospects and donors utilizing Salesforce, the company's donor tracking database.
- Build and maintain successful relationships with donors and continue to steward those donors over the life of their donations and beyond.
- Coordinate with researchers and marketing as well as development groups at leading research institutions include the Multiple Myeloma Research Consortium (MMRC).

Qualifications

- Bachelor's Degree required;
- 5-7 years of front-line fundraising development experience with at least 3 years of major gift experience, preferably in healthcare/research;
- Excellent verbal & written communication skills; strong organizational skills; detail and interpersonal skills; good presentation skills;
- Previous track record of success in major gift fundraising and knowledge of planned giving;
- Sound knowledge of laws, practices and philosophy of charitable giving, and commitment to the Donor Bill of Rights;
- Demonstrated track record of financial development and/or sales productivity in a complex work environment;
- Demonstrated ability to work with a diverse array of personalities under pressure and deadlines; and
- Frequent travel will be an essential part of this position, as well as participation in evening and weekend activities.